



Australian Government

NWPGEN016 Interpret and comply with regulatory requirements

Release: 1

NWPGEN016 Interpret and comply with regulatory requirements

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Application

This unit involves the skills and knowledge required to interpret and comply with regulatory requirements.

It includes researching relevant water industry regulatory requirements, implementing and communicating policies and procedures for regulatory compliance and maintaining workplace records. It also includes consideration of short term in situ issues and long-term planning in the water industry.

This unit applies to leaders responsible for interpreting and complying with regulations impacting the water industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Research relevant water industry regulatory requirements

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Evaluate business operations to determine scope of regulatory requirements

- 1.2 Identify and review relevant legislation and regulations
 - 1.3 Interpret water industry legislation and regulations according to workplace procedures
 - 1.4 Follow requirements according to workplace procedures
 - 1.5 Identify changes, amendments and emerging issues in legislation relevant to the organisation
 - 1.6 Identify risks, penalties and consequences of non-compliance
 - 1.7 Identify sources of information for compliance with regulatory requirements and licensing for business operations
 - 1.8 Identify relevant regulatory authorities when planning business operations
 - 1.9 Determine current and future legal requirements in the workplace
- 2 **Implement and communicate policies and procedures for regulatory compliance**
 - 2.1 Develop plans and documentation to support compliance with regulatory requirements
 - 2.2 Nominate roles and responsibilities of personnel for regulatory compliance in policies and procedures
 - 2.3 Review and communicate changed regulations and policy updates to relevant personnel to ensure compliance
 - 2.4 Review and distribute policies and procedures for compliance with regulatory and licensing requirements according to workplace procedures
 - 2.5 Respond in situ to ensure compliance and safety using prior knowledge and resources
 - 2.6 Validate contractor competence and compliance according to workplace procedures and job requirements
 - 2.7 Maintain business and occupational licences according to regulatory requirements
 - 2.8 Seek advice from legal advisors and other sources

		according to workplace procedures
	2.9	Continuously evaluate business operations for non-compliance and implement modifications according to workplace procedures
3	Maintain organisational records	3.1 Maintain record management systems to ensure compliance with regulatory requirements
	3.2	Establish stakeholder records and relevant documentation according to workplace procedures, privacy principles and contractual obligations
	3.3	Implement internal auditing of record management requirements according to regulatory requirements and workplace procedures
	3.4	Maintain personnel and contractor records according to workplace procedures
	3.5	Monitor current regulations and relevant documentation to ensure operational compliance

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This is a new unit. No equivalent unit.

Links

Companion Volume Implementation Guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037>

Assessment Requirements for NWPGEN016 Interpret and comply with regulatory requirements

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes:

- allocating roles and responsibilities to personnel
- determining legal requirements
- determining scope, interpreting and monitoring relevant legislation, regulations and industry standards
- ensuring consent, privacy and confidentiality of information
- ensuring the completion of statutory reporting
- explaining changes and implications of regulatory requirements to personnel
- identifying changes, amendments and emerging issues in legislation
- identifying risks, penalties and consequences for non-compliance
- maintaining business and occupational licenses
- maintaining records
- seeking legal advice
- validating contractor competence and compliance

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of:

- contractor competence and compliance
- non-compliance issues and risks
- regulatory authorities
- relevant legislation, regulations and industry standards
- relevant workplace procedures including privacy principles
- sources of information and advice on regulatory compliance
- statutory reporting requirements

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in suitable workplace operational situations. Where this is not appropriate, assessment must occur in suitable simulated workplace operational situations reflecting actual workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, facilities, equipment and personal protective equipment currently used in industry
- applicable relevant documentation including workplace procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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